

# VoiceThread Training

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## Introduction

VoiceThread is a cloud application that allows instructors and students to create presentations incorporating documents as well as videos, images, and audio files (including voiceovers for a PowerPoint presentation). It also allows users to share these presentations with a class or with each other, and to comment on each of these presentations in real time or asynchronously. It allows student to work in groups collaboratively, allows them to peer review each other's presentations, and even let students insert questions within the presentation itself. All of which is a great way to engage online students.

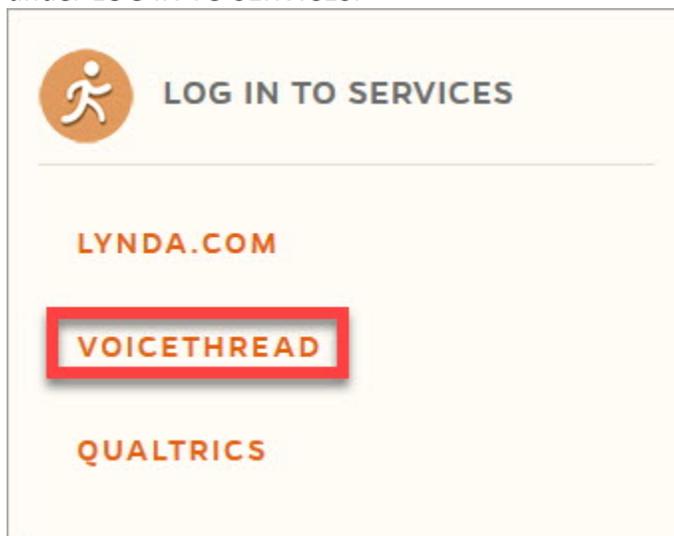
## Objectives

At the end of this tutorial participants will be able to:

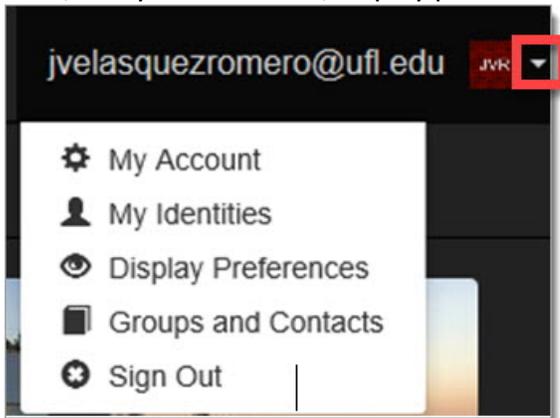
1. Connect to VoiceThread Initially
2. Create a VoiceThread Presentation
3. Access existing VoiceThread Presentations
4. Use VoiceThread to share presentations
5. Use VoiceThread to edit shared presentations
6. Access VoiceThread through e-Learning (Canvas) or e-Learning homepage
7. Explore how VoiceThread can be used in your e-Learning course

## Connecting to VoiceThread Initially

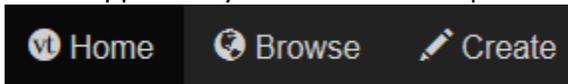
1. To access VoiceThread initially, go to <http://elearning.ufl.edu> and click on VOICETHREAD under LOG IN TO SERVICES.



2. On the top right you can click on the drop down menu next to your log in account to view/edit your identities, display preferences, groups and contacts.



3. In the upper left you will see Home | Browse | Create.



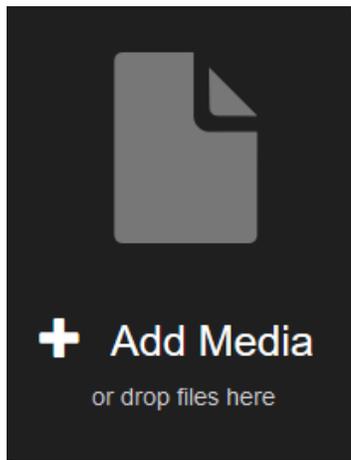
**Home** takes you to all VoiceThread presentations to which you have access.

**Browse** lets you see all public VoiceThread presentations.

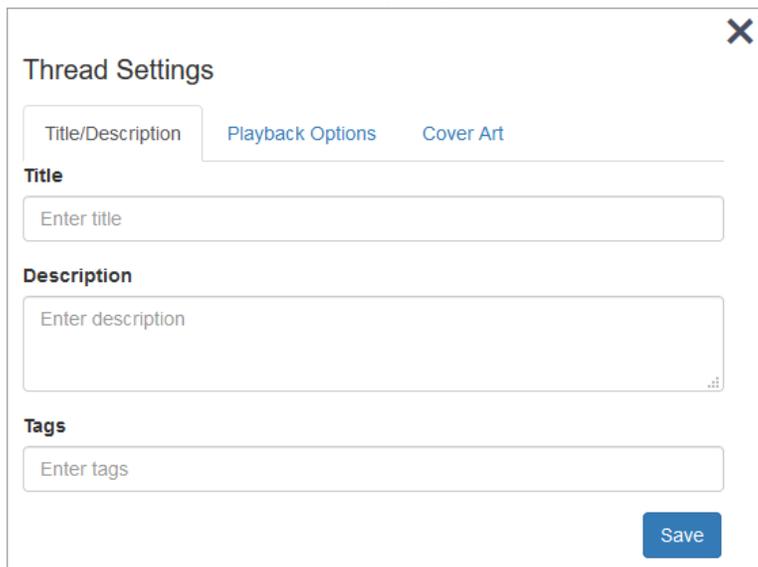
**Create** lets you begin creating your own VoiceThread.

## Creating a VoiceThread Presentation

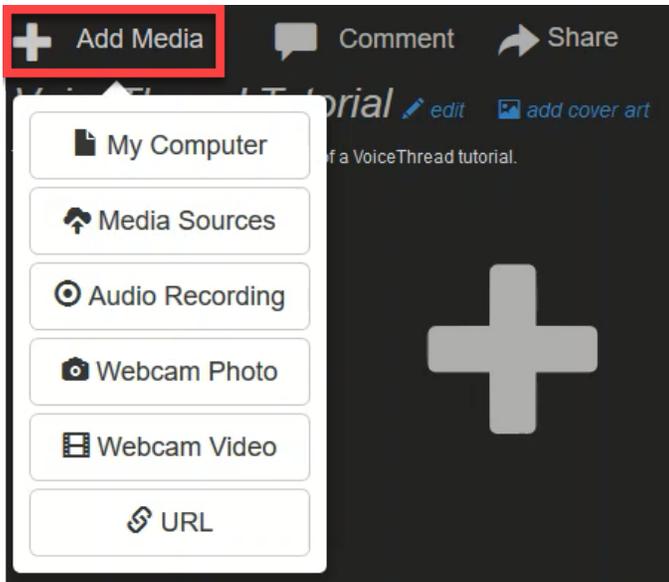
1. To create a new VoiceThread, click on the **Create** icon on the top left of the page. You will need to add media at this point that you want to share with. You may add a pdf, an existing PowerPoint (though it is better to convert PowerPoint slide to pdf format for VoiceThread), Word document, etc. You can upload it from your computer, from a URL, from a webcam, etc.



2. Once you upload a file you will be presented with a screen to enter the Title, Description, and Tags (optional). Click on **Save** when done. This VoiceThread presentation will then show up in your Home menu.

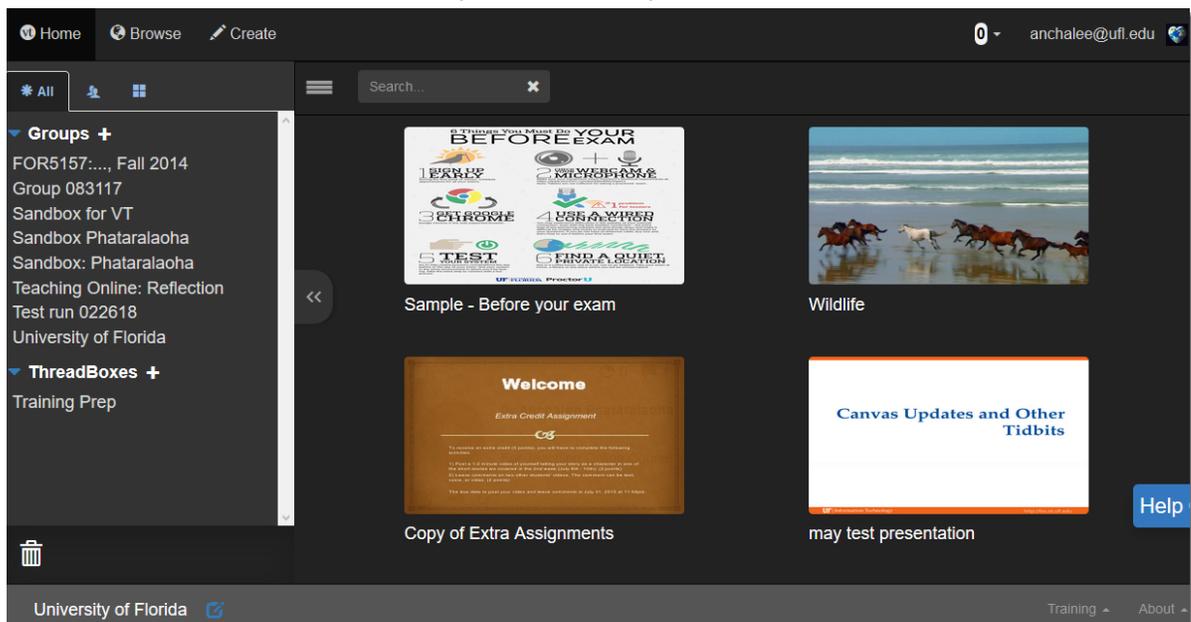
A white dialog box titled "Thread Settings" with a close button (X) in the top right corner. It has three tabs: "Title/Description" (selected), "Playback Options", and "Cover Art". Under "Title/Description", there is a "Title" section with a text input field containing "Enter title". Below that is a "Description" section with a larger text input field containing "Enter description". At the bottom is a "Tags" section with a text input field containing "Enter tags". A blue "Save" button is located in the bottom right corner of the dialog box.

3. You can upload several files into your VoiceThread presentation combining them into one VoiceThread by selecting **Add Media** within the initial presentation.



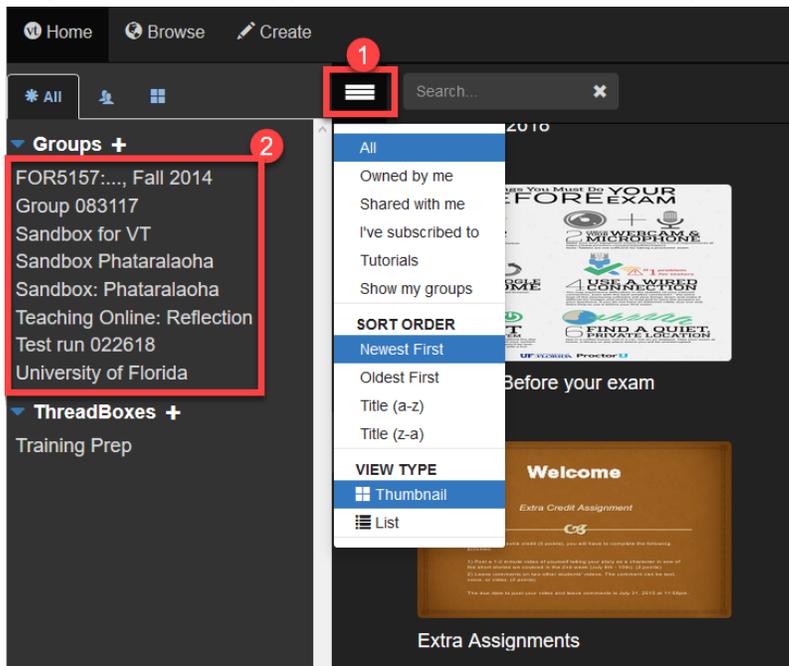
## Accessing Existing VoiceThread Presentations

1. To access existing VoiceThread presentations, click the **Home** icon on the upper left of the screen. You can then select any VoiceThread presentation from the thumbnail list.



2. By clicking on the three horizontal bars [1]. You can organize your existing VoiceThread presentation (thumbnail) list by All, Owned by me, Shared with me, Title, Newest, etc.

Or you can select any presentation listed under Groups [2] of which you are a member.

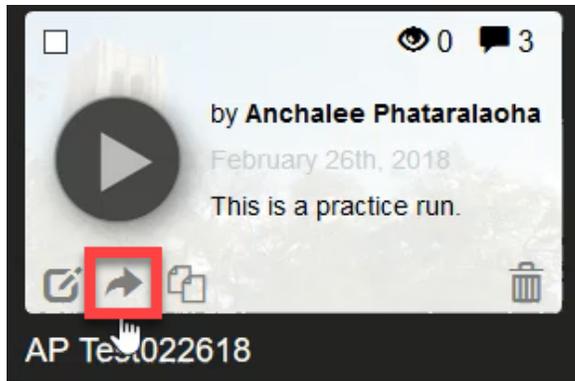


3. To open a VoiceThread presentation, roll over the presentation icon and click the play button.

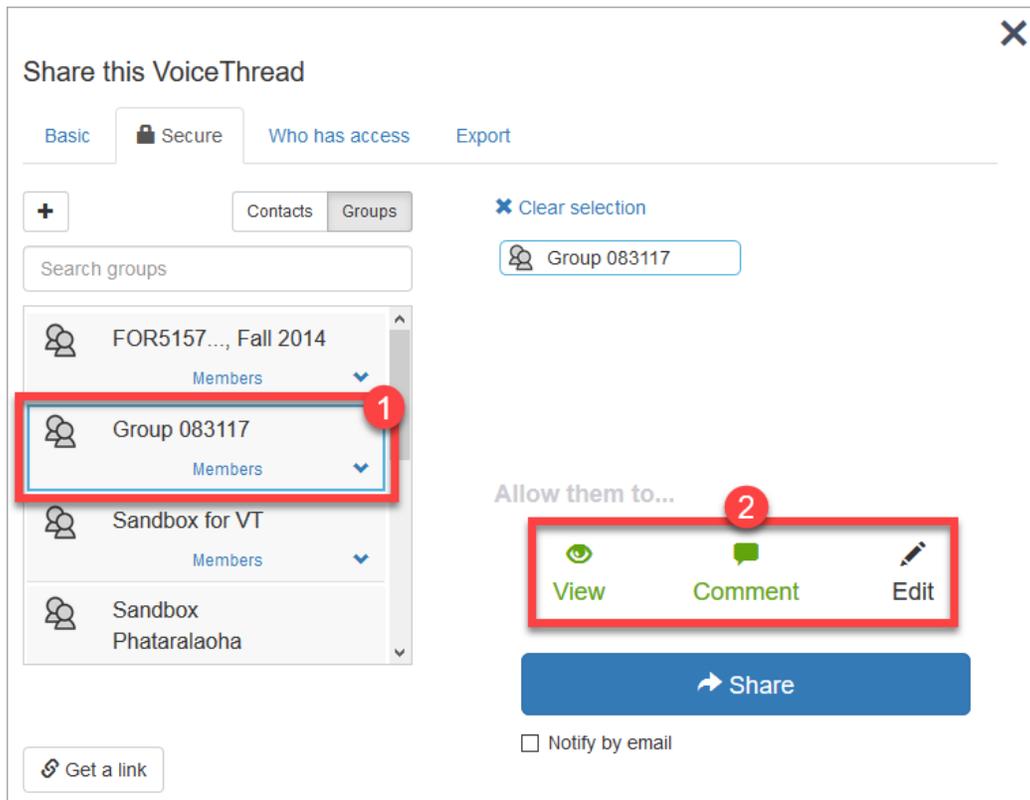


## Sharing VoiceThread Presentations

1. You can share your VoiceThread presentation with individuals or groups in several ways. When you hover the mouse over your selected presentation, select the share icon.

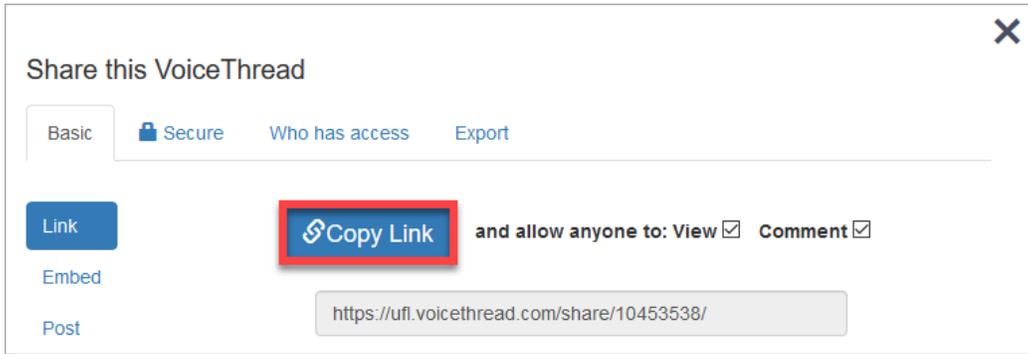


From there under the Secure tab you can select the group [1] you want to share with and whether to allow View, Comment, and/or Edit [2]. Green signifies a given permission. You can click on the View/Comment/Edit icon to toggle between allow or not allow.

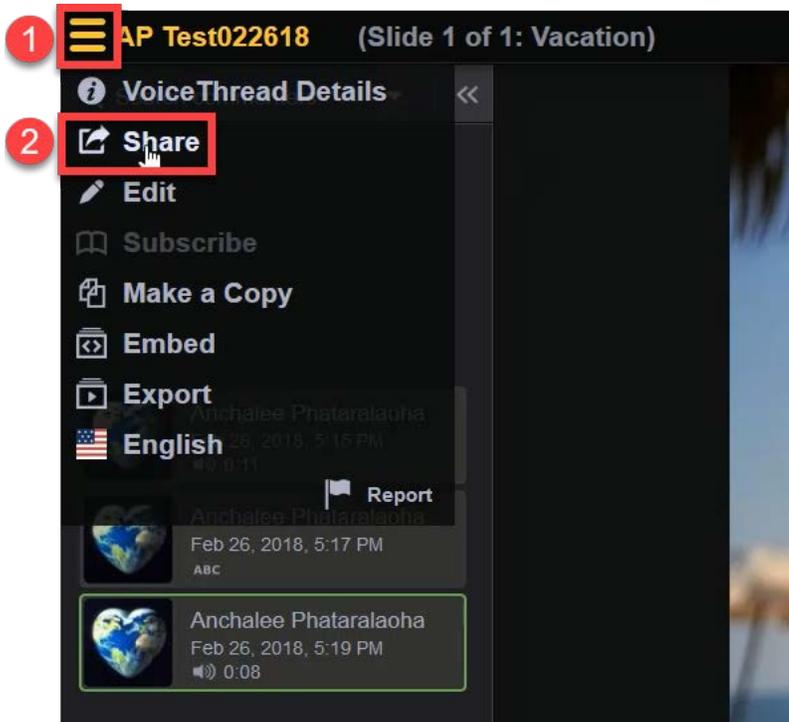


If prefer you can select the **Basic** tab and choose **Copy Link**, then forward the link to the person or group you want to share it with or provide that link in your e-Learning

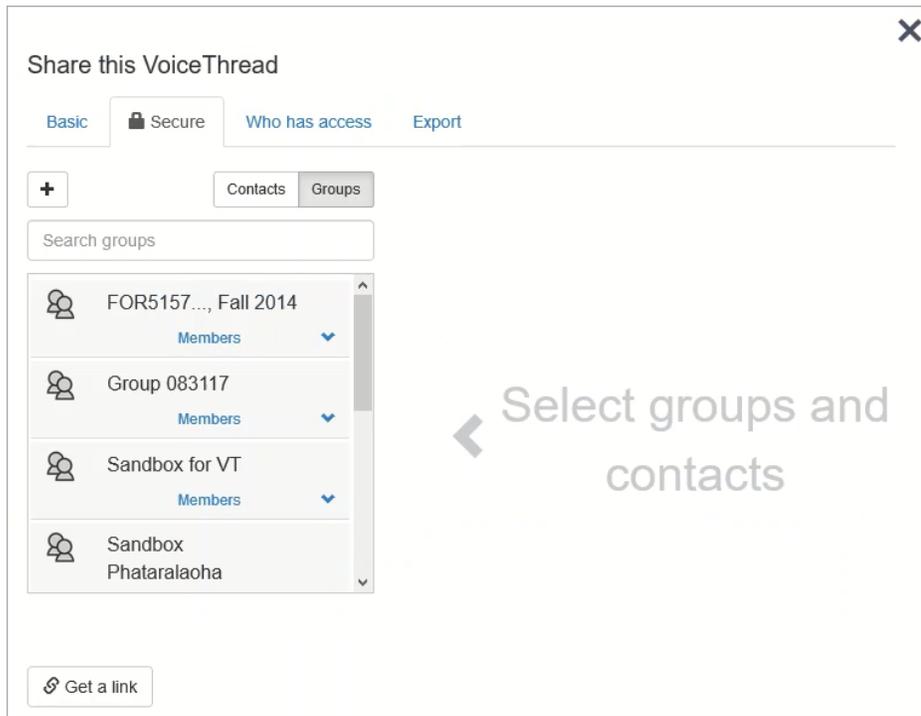
(Canvas) course for your students to access.



2. Alternatively if you have your presentation open, to share click on the three horizontal bars [1] in the upper left corner, then click on **Share** [2] from the drop down menu.

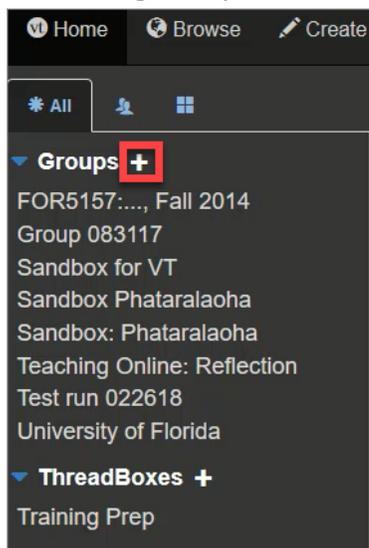


You will get the same popup window.

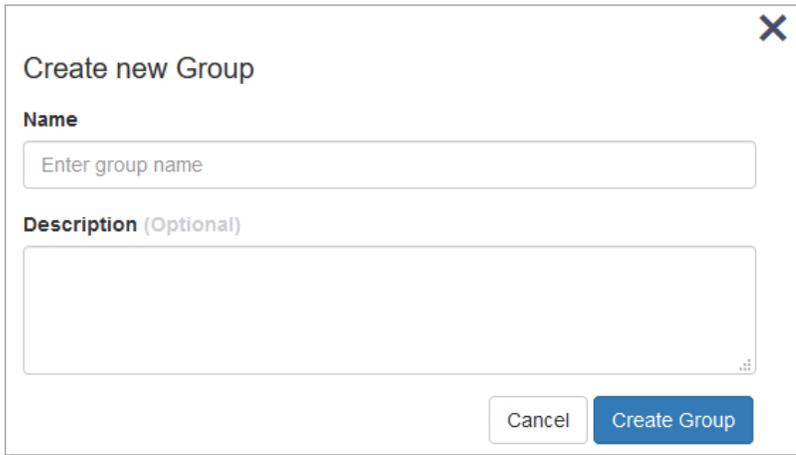


3. As an instructor, you may want to create a group page for your class to house lecture presentations or assignments. To do this, you will need a Pro account for VoiceThread. By default, everyone is assigned a basic account. If you are an instructor and would like a Pro account, contact e-Learning Support Services at (352) 392-4357 (HELP) option 3.

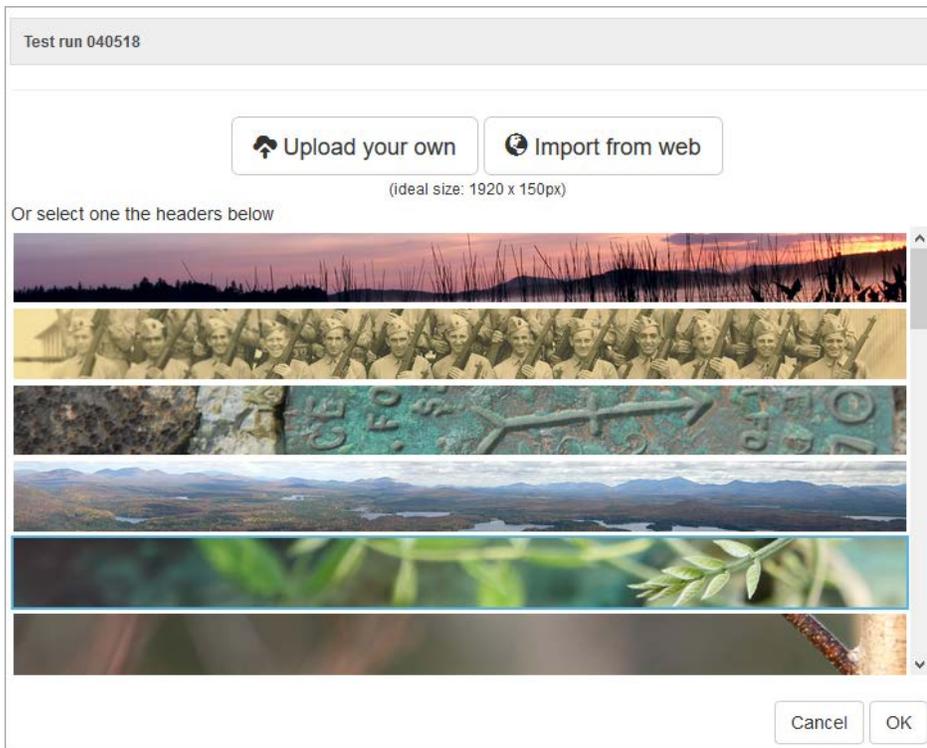
If you already have a pro account, click the plus sign next to the word Group on the left hand navigation panel to create a group.



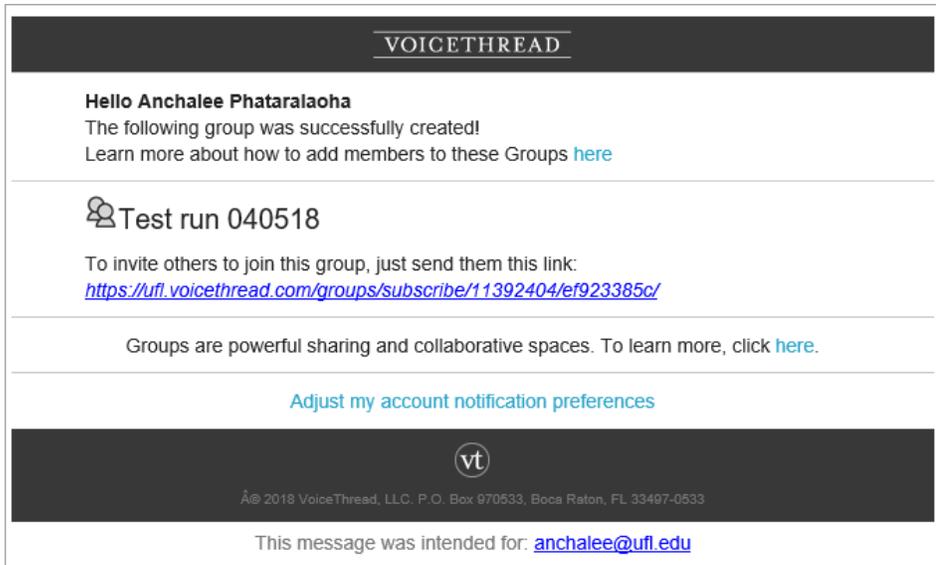
A pop up window will ask you to name the group and fill in the group description (optional).



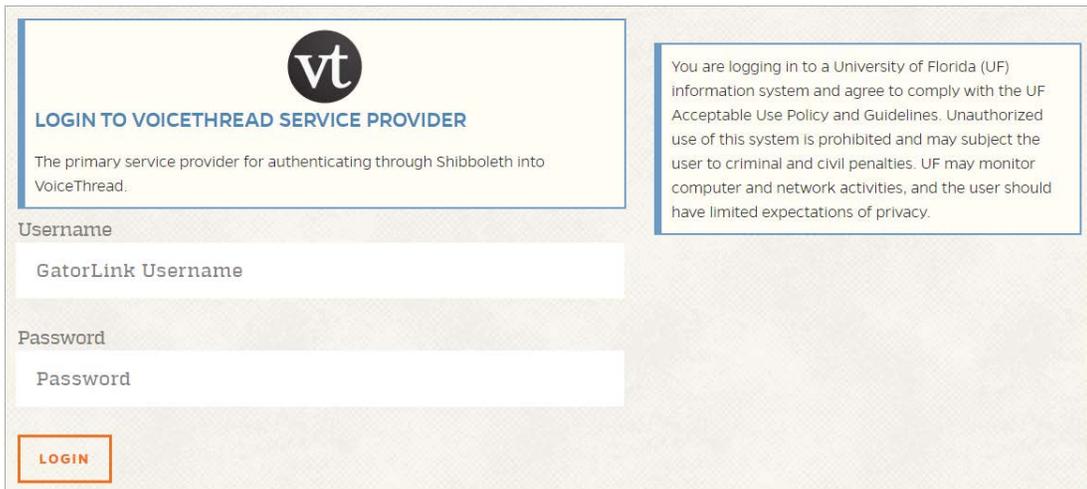
You can select the group header from the images provided, upload your own, or import from the web.



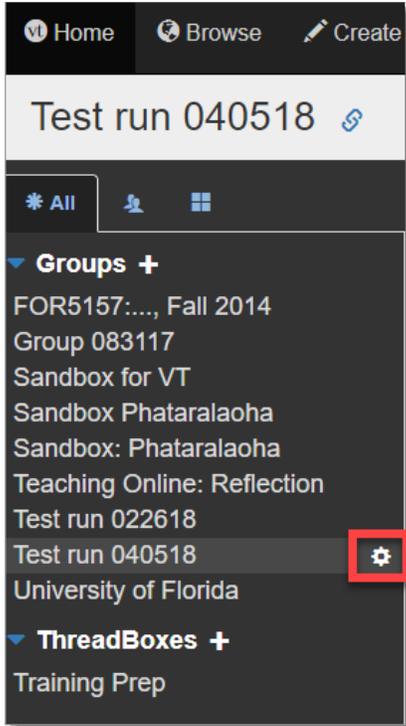
You will receive an email confirming your group creation. The email also provides a link to your group page.



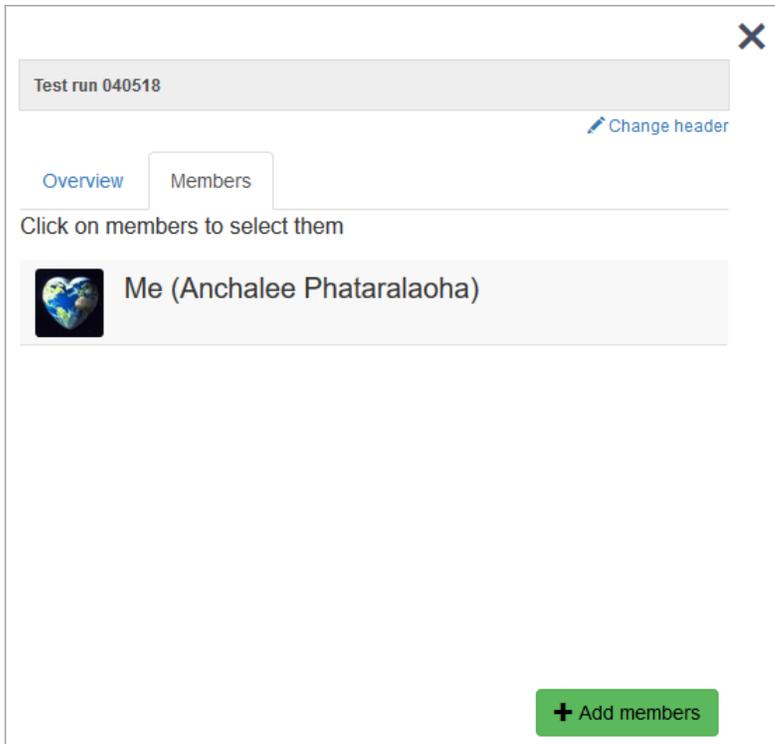
Those receiving the email and clicking on the link will need to sign into VoiceThread to access your VoiceThread group.



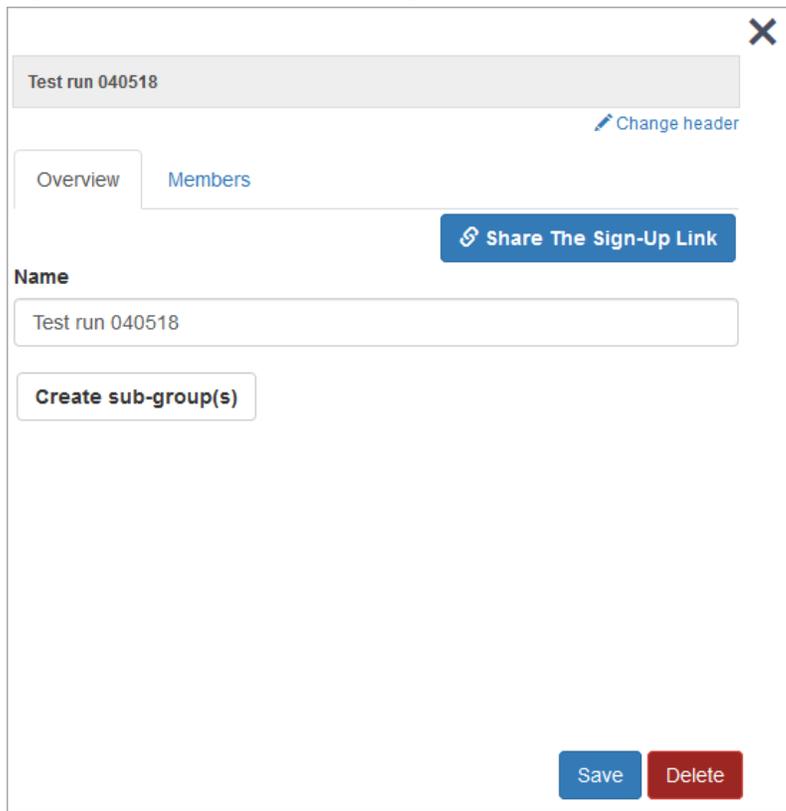
The group will show up under Groups for the instructor and the participants. Hover just to the right of the group name and you will see a gear sign.



When you click on the gear sign, a window will pop up (under Members tab) where you can add group members or inviting them to join by sending them the link.



If you select the Overview tab, you can send them the link to sign up.



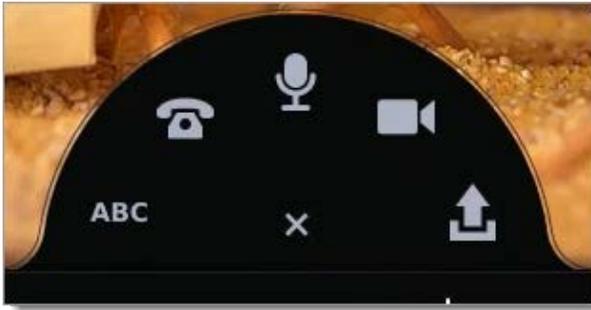
The screenshot shows a modal window for a presentation titled "Test run 040518". At the top right is a close button (X). Below the title is a "Change header" link. There are two tabs: "Overview" (selected) and "Members". A blue button labeled "Share The Sign-Up Link" is positioned to the right of the tabs. Below the tabs is a "Name" field containing "Test run 040518". Underneath the name field is a button labeled "Create sub-group(s)". At the bottom right are two buttons: "Save" (blue) and "Delete" (red).

## Commenting on VoiceThread Presentations

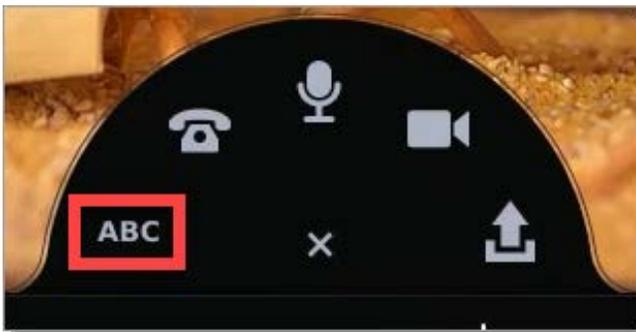
1. Open the VoiceThread presentation that you would like to comment on.
2. When the first slide comes up, hover over the center bottom of the screen and you will see a + icon.



3. Click on it and options for your input are available.



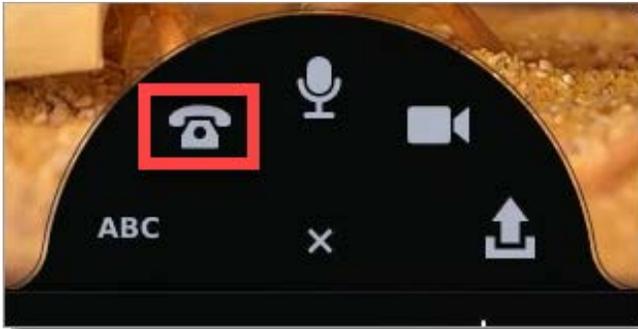
4. You can comment as text.



Type a comment below

Cancel Save

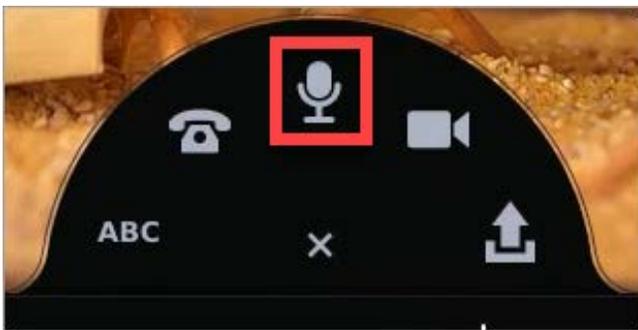
5. You can also make audio comments via phone. Enter your phone number and choose **Call Me**. You will receive a call where you can make a comment on the slide or page you see on your screen. You will be prompted on what to do during the call. The audio will be automatically recorded into the VoiceThread presentation.



Please enter your phone number

 (352) 555-1234 

6. You can record your comments on each slide or page using a microphone. You may be prompted to allow your microphone to be used. Using a headset is recommended for this aspect of adding comments.



  <https://ufl.voicethread.com/myvoice/thread/104535>

 Will you allow **ufl.voicethread.com** to use your microphone?

Microphone to share:  
default: Desktop Microphone (Microsoft® LifeC... 

Remember this decision

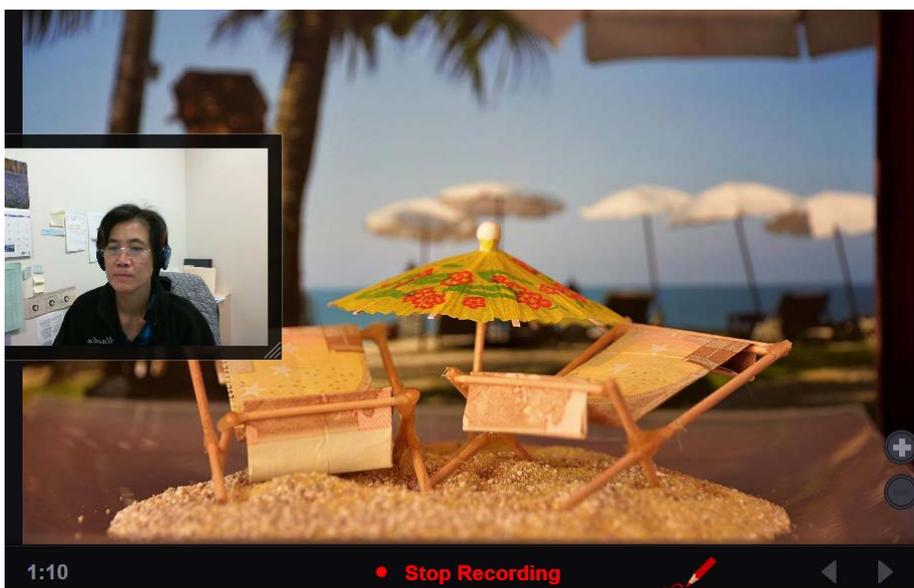
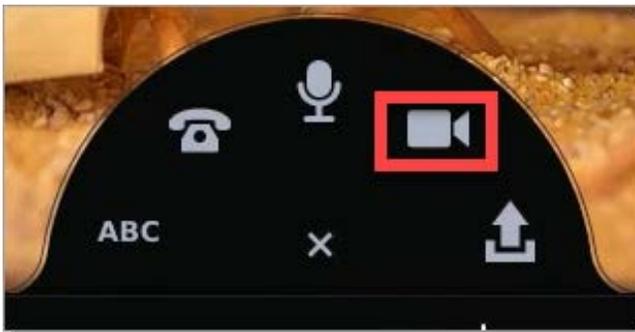
VoiceThread will prompt you to start recording. You can stop by choosing the **Stop Recording** button. While in this mode, you can also draw on the screen using the doodle tool (the pencil icon).



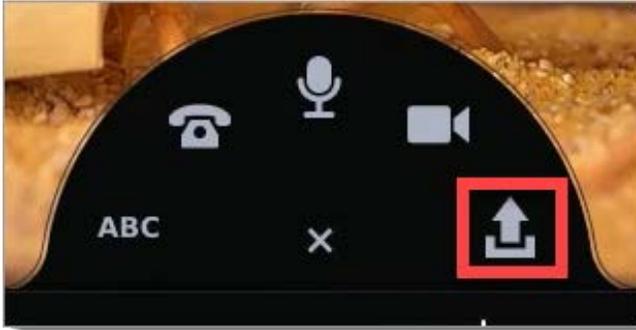
Once you stop the recording, it will be automatically played back. If you like what you hear, click **Save**, if not click **Cancel**. If you drew using the doodle tool, this will also be saved.



7. You can use a webcam to make a video comment. While in this mode, you can also draw on the screen using the doodle tool (the pencil icon). To stop recording, click **Stop Recording** at the bottom. It will play back what you have recorded. If you like what you recorded, click **Save**, if not click **Cancel**.

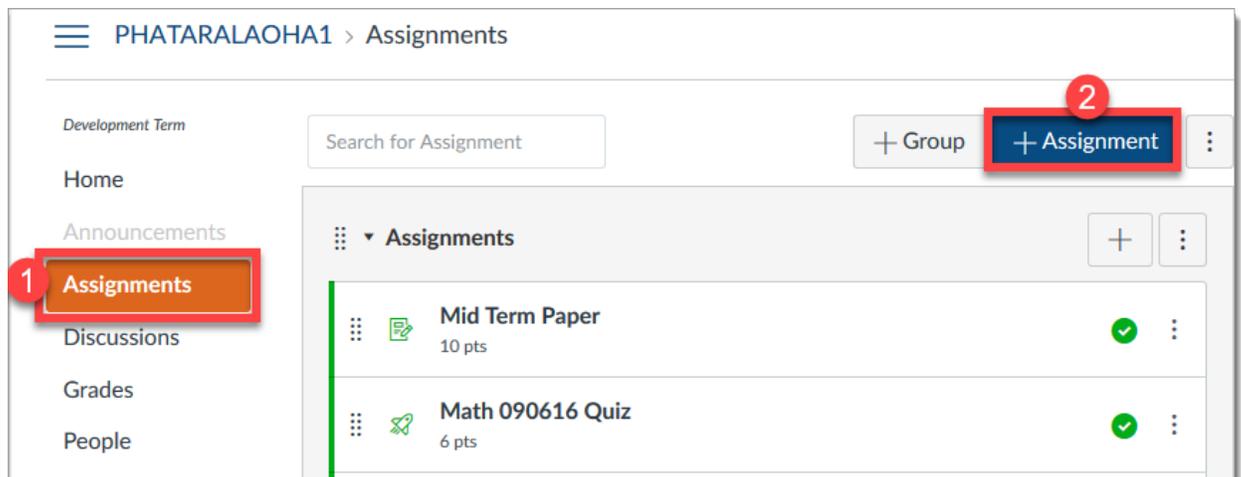


8. You may want to upload an existing video comment to your presentation. You can do this with the icon of the arrow pointing up.

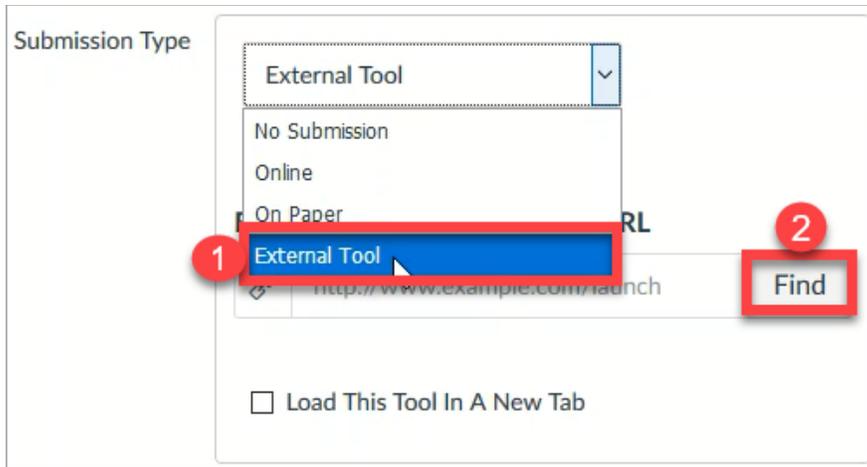


## Inserting VoiceThread Directly into your e-Learning (Canvas) Course

1. You can incorporate VoiceThread into your e-Learning course in several ways. You may choose to create a VoiceThread assignment. To do this, choose **Assignments** [1] from the course navigation, then add an assignment [2].

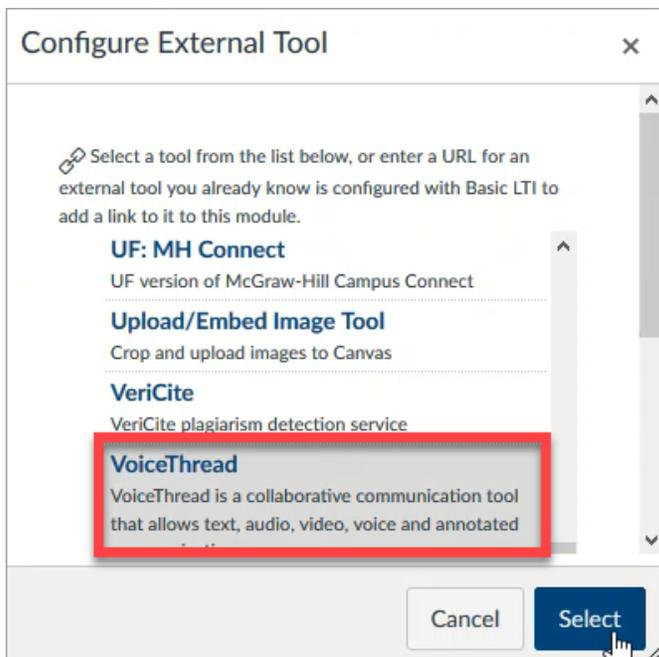


2. Name the assignment, fill in the instructions and enter the number of points this assignment is worth. Under Submission Type select **External Tool** [1], then click on **Find** [2].



The image shows a 'Submission Type' dropdown menu. The menu is open, showing options: 'External Tool', 'No Submission', 'Online', and 'On Paper'. The 'External Tool' option is highlighted with a red box and a red circle containing the number '1'. Below the dropdown, there is a text input field containing a URL: 'http://www.example.com/launch'. To the right of the input field is a 'Find' button, which is also highlighted with a red box and a red circle containing the number '2'. Below the input field, there is a checkbox labeled 'Load This Tool In A New Tab'.

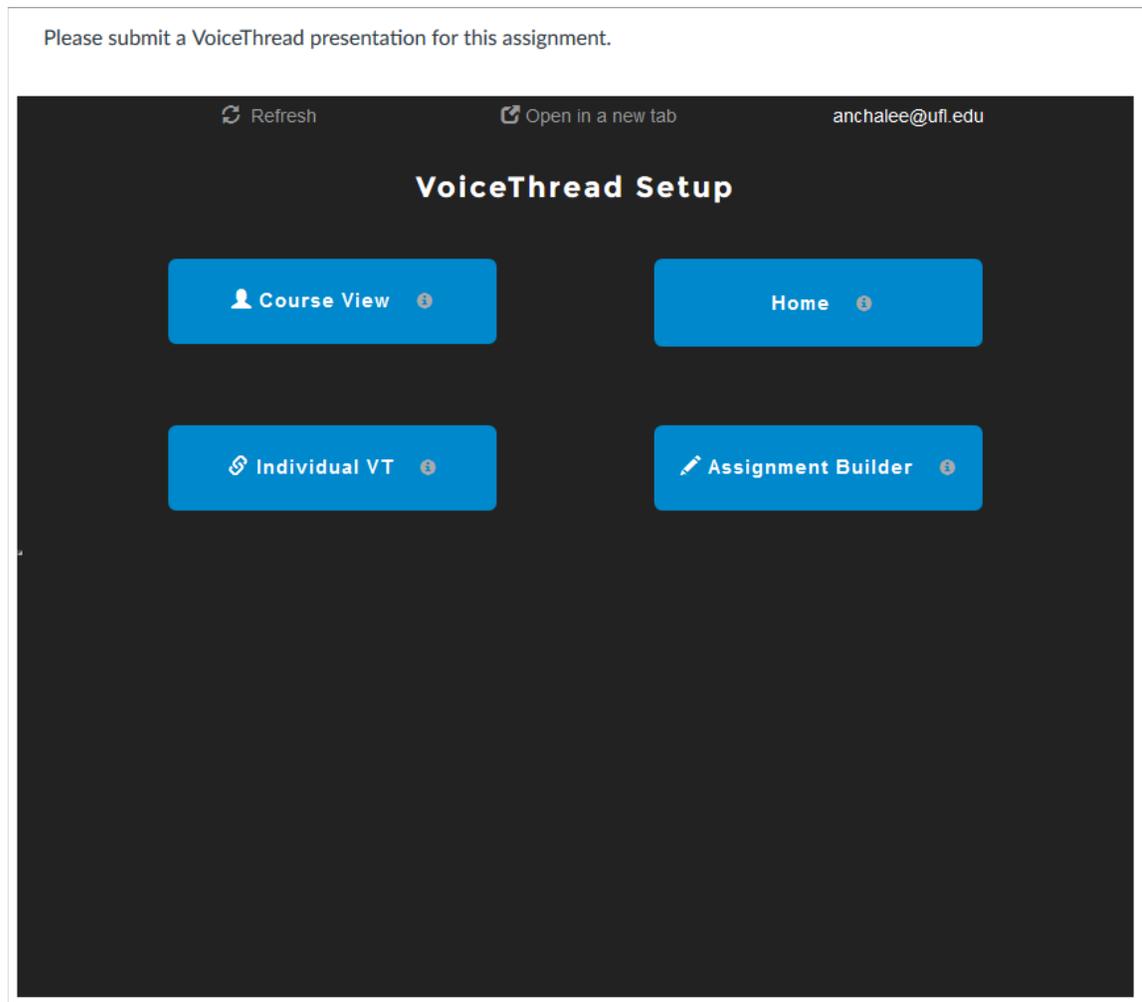
In the Configure External Tool window scroll down to VoiceThread and click **Select**.



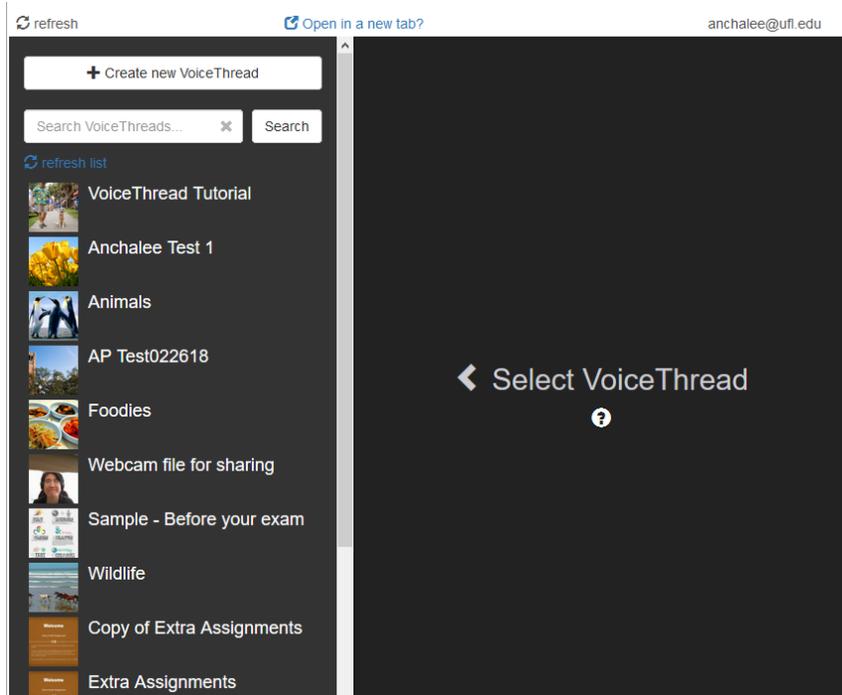
The image shows the 'Configure External Tool' window. The window title is 'Configure External Tool' with a close button (X) in the top right corner. Below the title, there is a link icon and text: 'Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.' Below this text is a list of tools. The tools listed are: 'UF: MH Connect' (UF version of McGraw-Hill Campus Connect), 'Upload/Embed Image Tool' (Crop and upload images to Canvas), 'VeriCite' (VeriCite plagiarism detection service), and 'VoiceThread' (VoiceThread is a collaborative communication tool that allows text, audio, video, voice and annotated). The 'VoiceThread' option is highlighted with a red box. At the bottom of the window, there are two buttons: 'Cancel' and 'Select'.

Continue entering in the due date for the assignment and click **Save**.

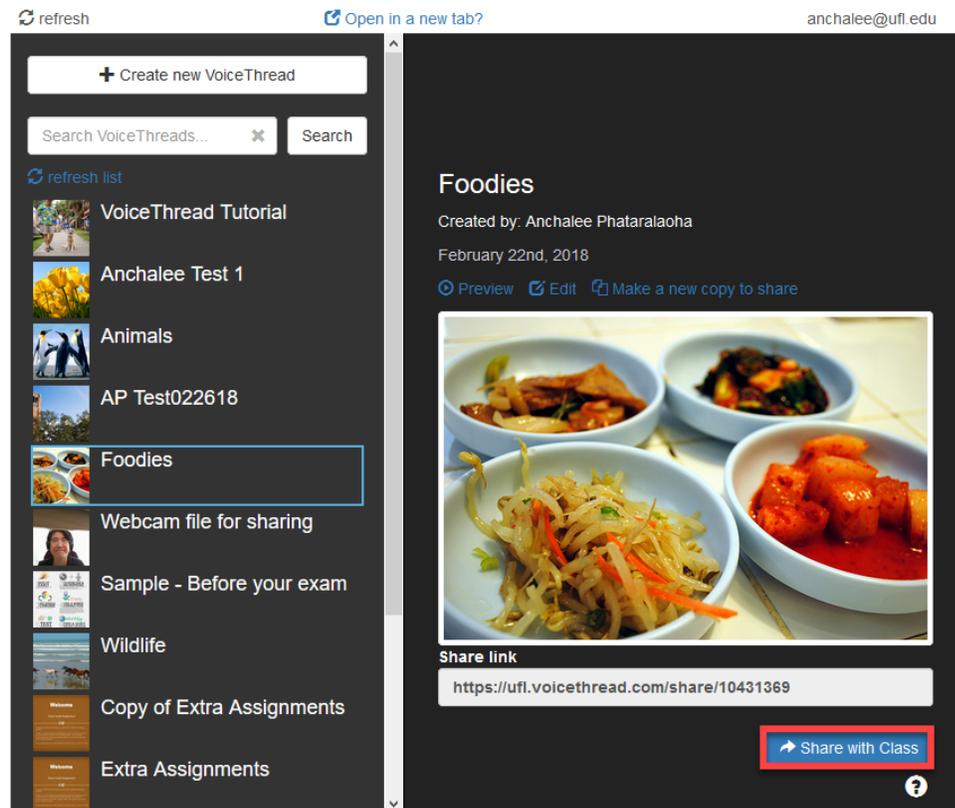
3. You can choose **Course View** (links to your course group page), **Home** (takes you to the VoiceThread homepage), **Individual VT** (links to only one VoiceThread presentation), or **Assignment builder**.



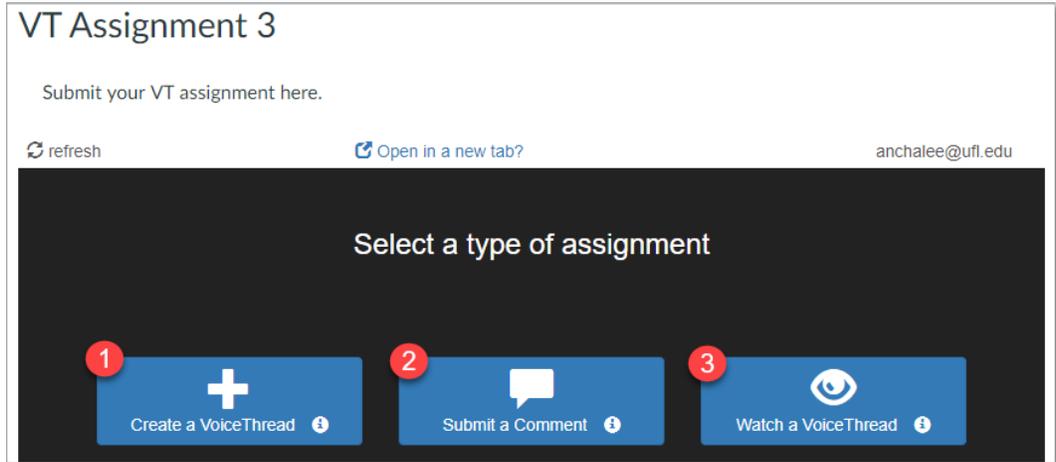
- **Course View** - This will pull your course group page in VoiceThread. A course group will be automatically created in VoiceThread when you select this option. Course group pages allow students to upload their own presentations if you wish.
- **Individual VT** - This will ask you to select a VoiceThread presentation for this assignment.



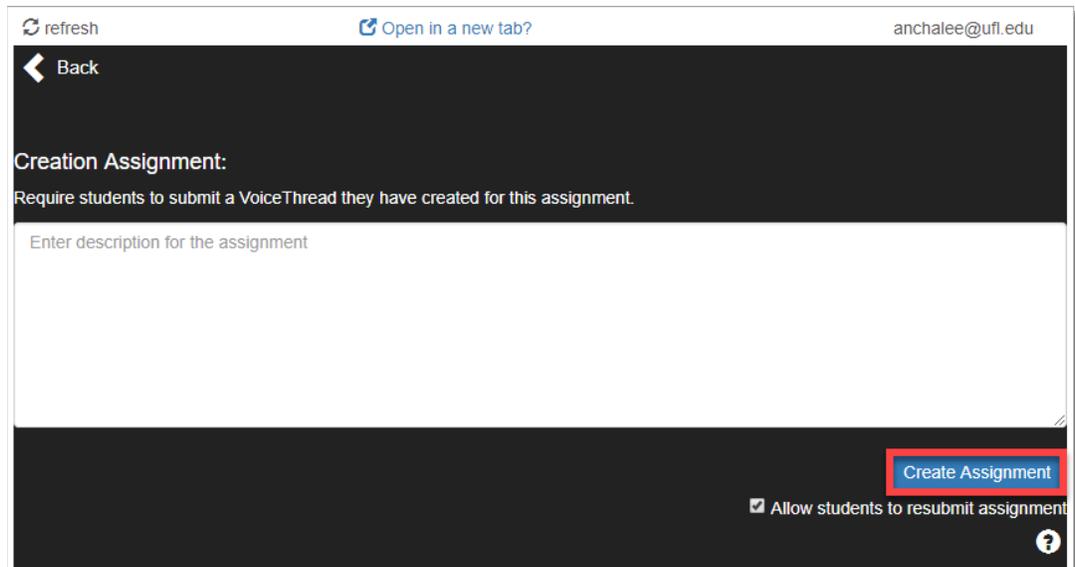
Once you select a VoiceThread presentation, click on **Share with Class** to share this presentation with your students.



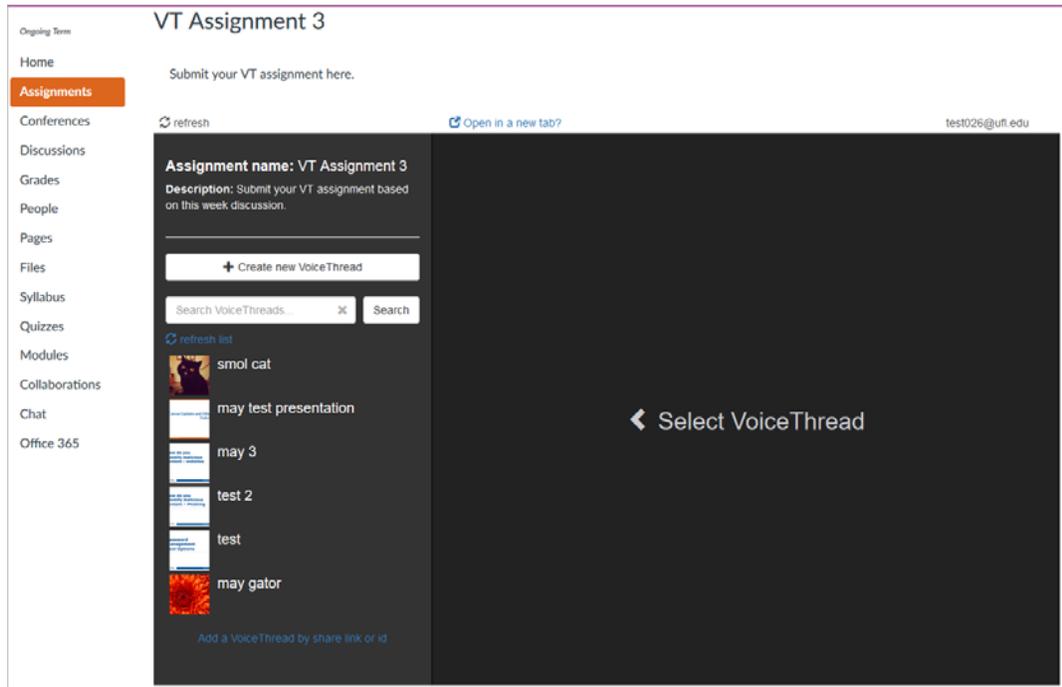
- **Assignment Builder** – This allows you to let students create their own presentation [1], submit comments [2] or just watch a VoiceThread [3].



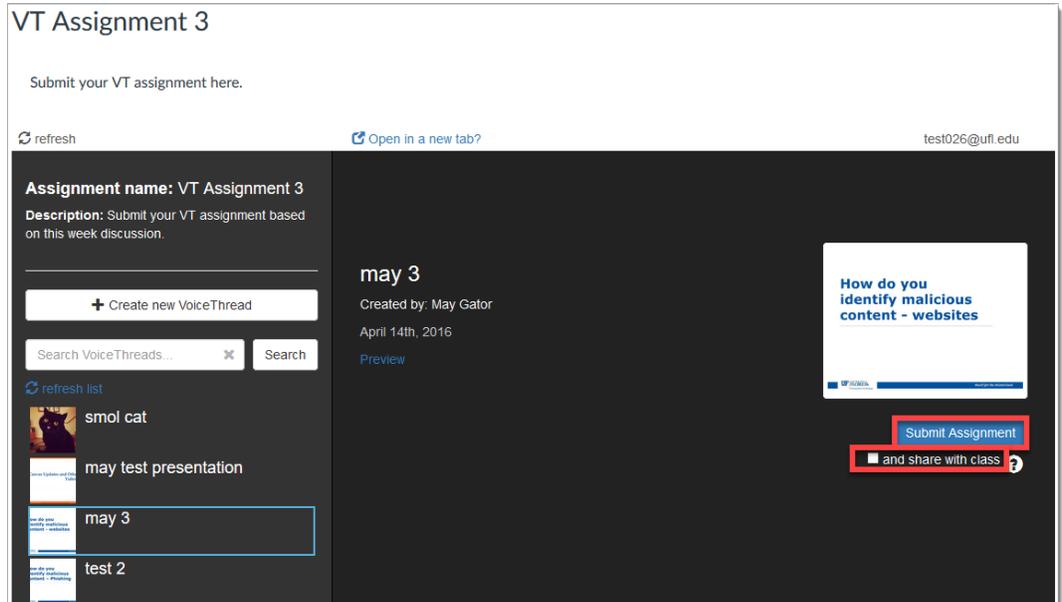
- 1) **Create a VoiceThread** If you select this option, you can enter the directions here. Once done, click on **Create Assignment**.



This is what the students see.



Students can upload and submit their assignment and choose whether to share with the class.



As an instructor you can see who has/has not submitted the assignment. You can view the assignment by clicking on the student name and enter in the points for that assignment. These points automatically go into the gradebook.

VT Assignment 3

Submit your VT assignment here.

refresh Open in a new tab? anchalee@ufl.edu

Search by name or email

<b>Submitted</b>		Last Name, First Name	Grade
Grade on a percentage scale.			
MG	Gator, May		0

**Not Submitted**  
Click on a student to send reminder

ET Tordoff, Elliot

Remind all students ?

VT Assignment 3  
Submit your VT assignment based on this week discussion.

Click on a submitted assignment to view it, and enter a grade on a scale of 0-100. Grades are instantly recorded in your gradebook.

You can also remind students to turn in their VoiceThread assignment.

Send reminder email to students who have not submitted an assignment?

To: student

Subject

Don't forget to submit your VoiceThread assignment

Message

You have not yet completed this assignment. Please don't forget to submit an entry before the deadline.

Cancel Send

**2) Submit a Comment** With this option you can have students make a certain number of comments on a VoiceThread presentation [1]. You can have them share or not share their comments with the class [2]. You also have an option to allow resubmit [3].

The screenshot shows the VoiceThread interface for 'VT Assignment 4'. The left sidebar lists various course elements, with 'Assignments' selected. The main area displays a list of VoiceThread assignments, including 'VoiceThread Tutorial', 'Anchalee Test 1', 'Animals', 'AP Test022618', 'Foodies', 'Webcam file for sharing', 'Sample - Before your exam', 'Wildlife', 'Copy of Extra Assignments', 'Extra Assignments' (highlighted), and 'TM Application'. The right panel shows the 'Select VoiceThread' configuration screen for 'Extra Assignments', created by Anchalee Phataralaoha on July 14th, 2015. The preview shows a 'Welcome' slide for an 'Extra Credit Assignment' with instructions: 'To receive an extra credit (5 points), you will have to complete the following activities: 1) Post a 1-2 minute video of yourself telling your story as a student at one of the sites listed on the map in the post above (20 pts). 2) Leave comments on two other students' videos. The comment can be text, audio, or video (20 points). The due date to post your video and leave comments is July 31, 2015 at 11:59pm.' The configuration options include: 'Create Assignment', 'Assignment description (optional)' (with a text input field), 'Comments required' (checked), 'and share with class' (checked), 'moderate comments' (unchecked), and 'Allow students to resubmit assignment' (checked). Red numbered callouts 1, 2, and 3 point to the 'Comments required' checkbox, the 'and share with class' checkbox, and the 'Allow students to resubmit assignment' checkbox, respectively.

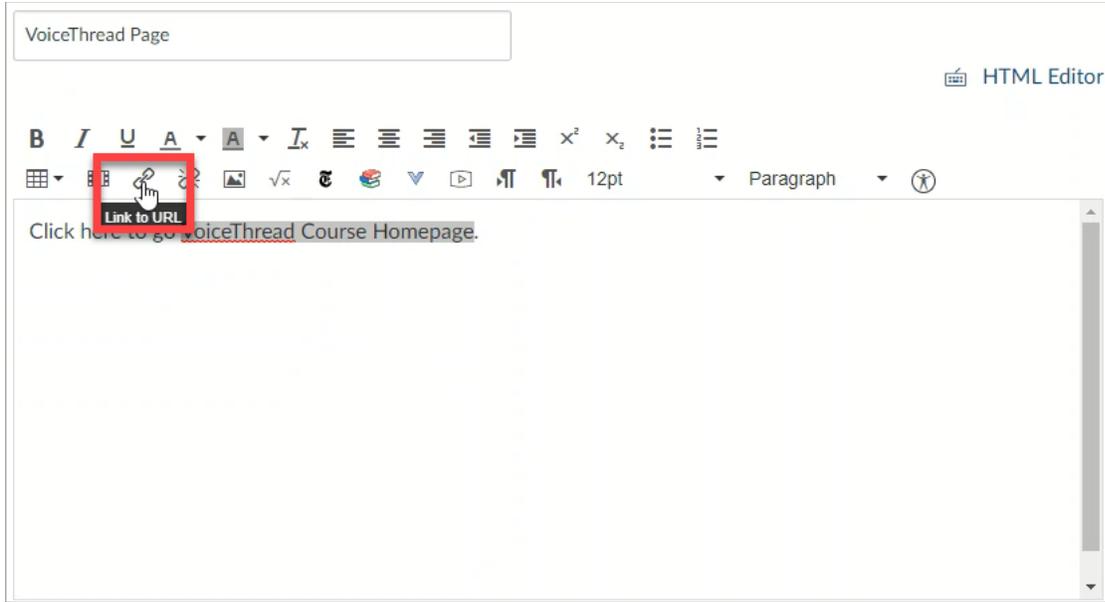
- 3) Watch a VoiceThread** This option requires students to watch an entire VoiceThread presentation from beginning to end. They have to watch the whole presentation before submitting the assignment.

## Inserting a VoiceThread link in your e-Learning (Canvas) Course

To create a hyperlink within a Canvas page

Create a page, type in the text, then highlight the text to add the URL (using the chain icon) of a VoiceThread presentation or a VoiceThread group you created.

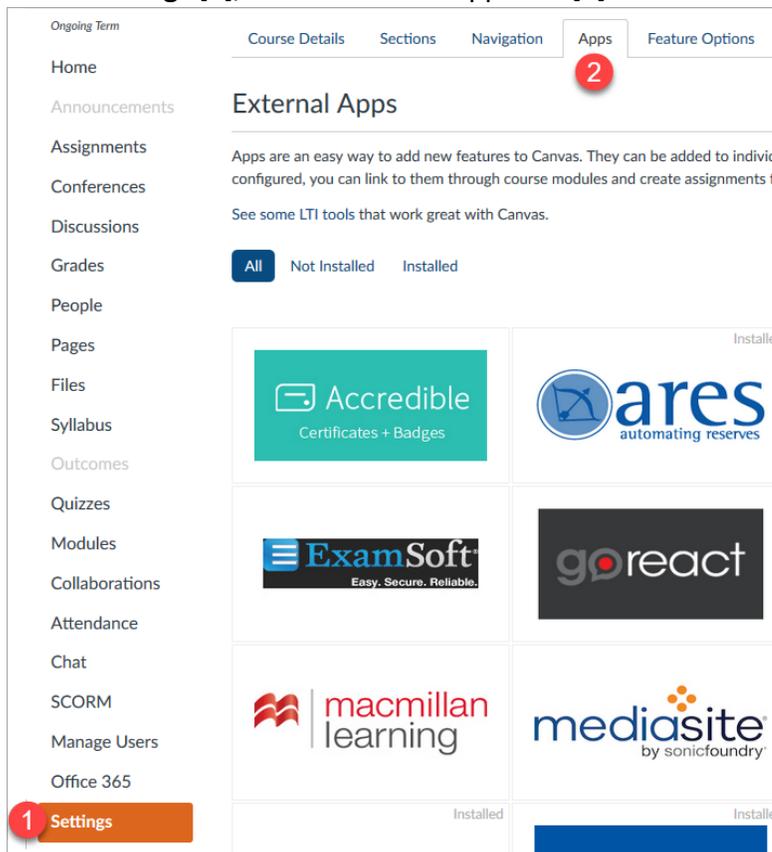
*Note: The course group page (auto created when you use Course View) link does not work with this method. If you use it, it will give you an error "Courses are not eligible for subscription via URL."*



To create a VoiceThread link in the navigator bar

You may choose to incorporate VoiceThread directly in your navigation bar. To achieve this:

1. Go to **Settings** [1], then select the Apps tab [2].



2. Select the Redirect Tool (big blue arrow), then on the following screen click on **+Add App**.

External Apps View App Configurations View App Center

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

See some LTI tools that work great with Canvas.

### Redirect Tool

Add links to external web resources that show up as navigation items in course, user or account navigation. Whatever URL you specify is loaded within the content pane when users click the link.

To configure this app you specify the text and URL you'd like to add to navigation elements in the LMS, then check the areas you'd like it added to. User navigation will only appear if this app is installed at the root level.

**+ Add App**

« Back to App Center

3. AThe following window will appear. It will prompt you for a name, type in VoiceThread [1]. Paste the URL to your VoiceThread presentation or a VoiceThread group you created [2].

*Note: The course group page (auto created when you use Course View) link does not work here. If you use it, it will give you an error "Courses are not eligible for subscription via URL."*

By default VoiceThread will be open in a new tab [3]. You can uncheck it if you prefer to have VoiceThread open within e-Learning. Make sure to check on 'Show in Course Navigation' [4], then click **Add App** [5].

Add App

Name  
1 VoiceThread

URL Redirect  
2 https://ufl.voicethread.com/groups/subscribe/11537905/0c41d6f5e/

3 Force open in new tab (For External Links Only)

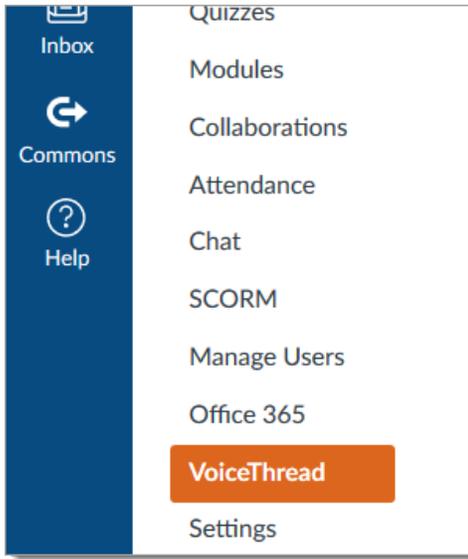
4 Show in Course Navigation

Show in Account Navigation

Show in User Navigation

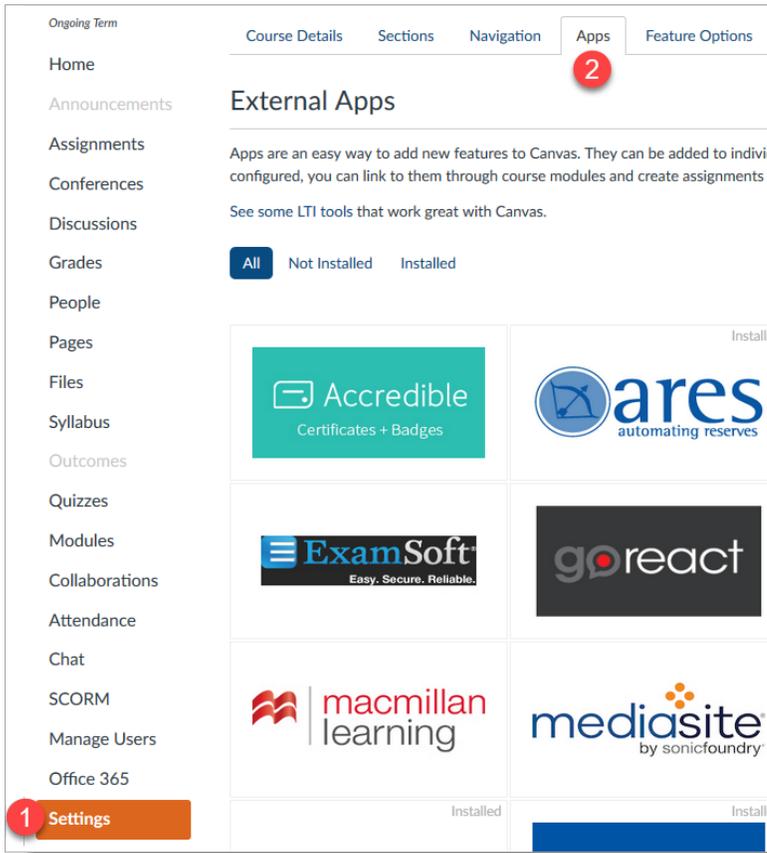
Close **Add App** 5

- Once you refresh your browser a VoiceThread link will appear on your left navigation.

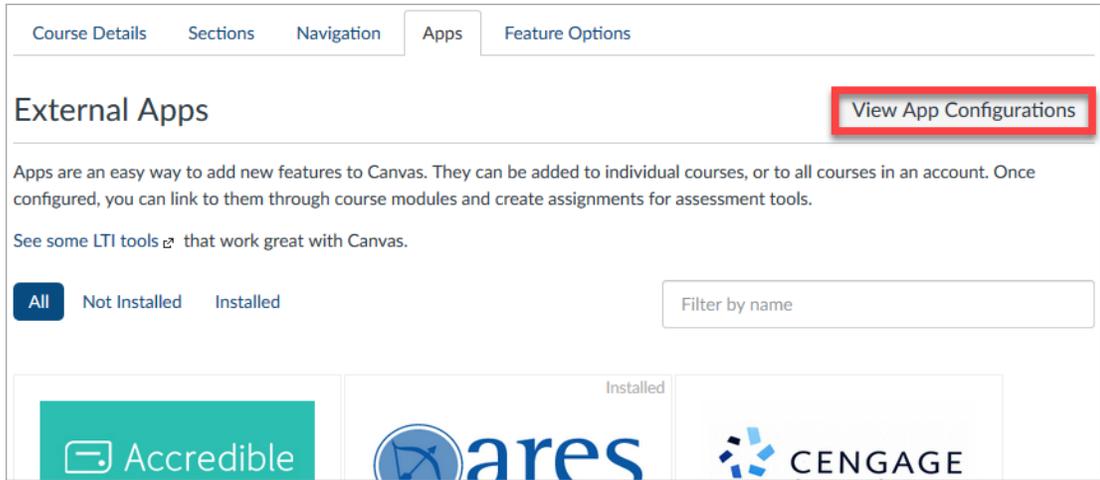


To edit a VoiceThread redirect tool

- Click on **Settings**, then select the Apps tab.



2. Click on **View App Configurations**.



3. Scroll down until you see the row named VoiceThread that has a gear icon next to it [1]. Then click **Edit** from the drop down menu [2].



4. In Custom Fields, paste the new VoiceThread presentation or VoiceThread group link after the "url =" text. Then click **Submit**.

### Edit App ✕

**Name**

**Consumer Key**  **Shared Secret**

**Launch URL**

**Domain**  **Privacy**

**Custom Fields**

new tab=1  
url=https://ufl.voicethread.com/groups/subscribe/1601176/03237d67c/

One per line. Format: name=value

**Description**

Add links to external web resources that show up as navigation items in course, user or account navigation. Whatever URL you specify is loaded within the content pane when users click the link.

## Additional Information on using VoiceThread

- [Basic Tutorials](#)
- [VoiceThread Workshops](#)
- [VoiceThread Applications in Education](#)
- [VoiceThread Thoubleshooting](#)